

## **Senior Librarian**

### **Job Description**

**Grade: GR3** - *Subject to Job Evaluation*

**1. Job Purpose**

- 1.1 The School Librarian's key function is the management, development and promotion of the library within the school to ensure that an effective resource and information service is provided to all pupils and staff.

**2. Key Responsibilities**

- 2.1 In conjunction with other members of staff assist the Headteacher to draw up and implement a policy for the library which reflects the educational aims and objectives of the school. To monitor the effectiveness of the policy on a regular basis.
- 2.2 Plan and oversee the organisation and management of the library including the financial management of the library resource budget the preparation of financial estimates. The compilation of an annual report to the Governing Body on the library's stock and developmental needs in relation the library's integral role in supporting the school curriculum.
- 2.3 Contribute to curriculum development through attendance at management team, faculty and departmental discussions and informal liaison with individual teachers.
- 2.4 Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all pupils and staff
- 2.5 Responsibility for optimising the use of IT services within the school; this is to include on-line view data systems and the compilation of in-house databases as appropriate. Development of training packages for staff and pupils on the use of IT as an effective information retrieval tool.
- 2.6 Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources to staff and students as appropriate.
- 2.7 To ensure a high standard of display and promotional material to enhance the standard of appearance of the library in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure
- 2.8 Guidance and assistance to pupils on:

- 2.8.1 appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community
- 2.8.2 the effective use of specific sources e.g. reference material, micro fiche, etc
- 2.8.3 the choice of literature and materials to meet curricular and leisure needs
- 2.8.4 the compilation of book lists and other promotional material where appropriate
- 2.9 Guidance and assistance to teachers on:
  - 2.9.1 maintaining a high level of resource awareness relating to relevant course/subject areas
  - 2.9.2 professional reading
- 2.10 Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations e.g. County Library Service, Museum Service, etc.
- 2.11 Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education and librarianship, including attendance at School Librarian meetings, book selection meetings and courses and appropriate
- 2.12 Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- 2.13 Supervision of other staff as required for effective Library Management
- 3. **Supervision Received**
  - 3.1 Supervising Officer's Job Title:
  - 3.2 Level of supervision:
    - 1. ~~Regularly supervised with work checked by supervisor~~
    - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
    - 3. ~~Plan own work to ensure the meeting of defined objectives~~
- 4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

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## 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***